



## **606.18 Inmate Work Force (IWF)**

Number Series: 600 - Corrections Division  
Approved Date: March 18, 2019  
Review Due Date: March 18, 2020

Sheriff's Approval: Digital  
Review Frequency: Annually

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### **606.18-1 Policy**

- I. It is the policy of the Hendry County Sheriff's Office (HCSO) jail system to provide as many inmates as possible the opportunity to participate productively in internal and external institutional work assignments, consistent with the security and supervision requirements and needs of the facility.
- II. Work assignments shall not be based on gender, race, religion, or national origin.
- III. All able-bodied inmates sentenced to County Jail shall be required to work unless court ordered to work release, or an approved education or vocational training program. Inmates have the option to refuse participation in rehabilitation or treatment programs except those programs court ordered by the sentencing authority.
- IV. Pretrial and un-sentenced detainees are not required to work more than is necessary to maintain cleanliness and order in their assigned housing areas. Any inmate may volunteer for work assignments or facility programs.
- V. The Inmate Work Force (IWF) shall not be compelled to work more than ten hours per day except in an emergency or on a voluntary basis which shall be documented.
- VI. The number of inmates assigned to IWF projects will meet the realistic needs of the job.
- VII. Inmates assigned to the IWF will be housed separately from general population inmates.

### **606.18-2 Procedural Guidelines**

- I. The Classification Sergeant supervises work assignment programs and is responsible for the program's day-to-day management.
- II. Classification Sergeant predetermines if sentenced and non-sentenced inmates are qualified as inmate workers.
- III. Classification Sergeant shall interview each prospective inmate worker and determine if the inmate falls within the set parameters.
- IV. Classification Sergeant shall assure that the inmate worker reads and comprehends the IWF Rules and Regulations and signs the consent form.
- V. Inmates will not be assigned a job on the basis of gender, race, religion, or national origin.

### **606.18-3 Assignment**

- I. Non-sentenced inmates may decline organized work assignments but shall be required to participate in cleaning their assigned personal living areas. Non-sentenced inmates may volunteer to work in a regular assignment.
- II. Sentenced inmates are required to work unless assigned by court order to work release, or educational or vocational training program, and shall be assigned to meaningful work assignments, consistent with the inmate's ability, interest, and medical status, and the needs of the facility, HCSO, and community.
- III. The Classification Sergeant will identify work areas to which inmates will be assigned.
- IV. Inmate work assignments may be in one of the following categories:
  - A. Kitchen Assistant - assist in preparation and service of inmate meals.
  - B. Laundry - wash inmate bedding, towels, and uniforms.
  - C. Maintenance - clean and maintain Jail facilities.
- V. An IWF inmate may be removed from a job at any time for poor performance, misconduct, custody status increase, or any violation of:
  - A. Facility rules or regulations
  - B. IWF Rules and Regulations
  - C. Criminal Offense
- VI. An Incident Report must accompany the removal of an IWF inmate. No supervisor shall arbitrarily or without cause remove an IWF inmate from a work assignment.
- VII. Inmates will not be assigned a position of authority over other inmates.

#### **606.18-4 Public Works/Charitable or Non-Profit Organizations/Community Service**

- I. The Sheriff or designee may authorize inmates to work in public and community programs. Written authorization shall be obtained prior to assigning inmate(s) to perform the labor.
- II. Inmates so assigned must be fully qualified for minimum custody.
- III. Consistent with state law, inmates working in the community will not hold a position that otherwise is within the resources of the appropriate governmental entity to fill with a civilian worker.
- IV. Public Works employees will be given security orientation prior to the release of inmate's workers into their custody.
- V. Security protocols for Public Works employees:
  - A. Public Works employees will enter the secure vehicle sally port with their vehicle to pick up inmate workers each morning.
  - B. Public Works employees will return inmate workers to the secure vehicle sally port at the end of the work day. **(Inmate workers will not be released in any area outside of the Jail).**
  - C. Upon the return of inmate workers to the facility designated staff will strip search the Inmate workers.

#### **606.18-5 Handicapped Inmates**

- I. Despite the fact the work opportunities in Hendry County Jail facility are limited, work programs will accommodate handicapped IWF inmates to the degree practical.
- II. Use of handicapped inmates in the work program is mandatory when such inmates can safely perform the work requirements.

- III. The Classification Sergeant, in coordination with contract health care staff, will make every effort to provide a job assignment for IWF inmates who are restricted by physical or mental limitations.

#### **606.18-6 Medical Issues**

- I. Inmates assigned to work programs shall be first cleared by the physician/health authority in accordance with the Americans with Disability Act.
- II. A medical clearance check will be made and documented in the inmate's classification file prior to any work assignment. Medically or mentally unqualified inmates will not be assigned institutional assignments.
- III. Health care staff may impose medical limits as necessary to ensure assignments are in the best interest of both inmates and the Jail.
- IV. Inmate work restrictions:
  - A. Inmates restricted from heavy lifting will be restricted from jobs that may require that form of work.
  - B. Inmates with communicable diseases will not be assigned to work in food service.
  - C. Inmates with a history of seizure disorder will not be permitted to work with moving equipment or in high places.

#### **606.18-7 Work Conditions and Safety Issues**

- I. All staff members are responsible to assure the safety of inmate workers. Supervisors will impose quality controls on all work performed. The following guidelines shall be followed when working IWF inmates.
  - A. Inmates shall not be placed in hazardous situations.
  - B. Inmates shall not be allowed to operate unsafe equipment.
  - C. Inmates shall not be worked outdoors if the Fahrenheit temperature rises above 100, or falls below 32 degrees. Appropriate clothing shall be provided during inclement weather.
  - D. Inmates shall be afforded proper safety equipment to complete the assigned tasks. The following equipment shall be provided as needed:
    1. Safety glasses or goggles
    2. Hearing protection
  - E. Cleaning anything possibly contaminated with body fluids:
    1. Latex gloves
    2. Face shield or mask
    3. Protective clothing
- II. IWF inmates will not be assigned "make-work" projects. The number of inmates assigned to each project will be appropriate to the realistic workload of the job.
- III. IWF inmates will not be placed in assignments that require them to work more than ten hours per day (other than during emergencies). IWF inmates shall be given at least one day off from work each week, and be given a 15 minute rest break during morning and afternoon work periods and at least one-half hour for the noon meal.
- IV. Inmates will not be assigned a clerical assignment to work on or be in contact with records of staff or inmates or to be in any other contact with institutional records or monetary or account records.

- V. Restricted assignments for inmates include, but are not necessarily limited to, involvement in the admission, discharge, records, booking, classification, and medical functions.
- VI. Inmate workforce security:
  - A. The Classification Sergeant may assign properly classified minimum-security inmates for specified, supervised work assignments outside the facility.
  - B. Jail staff shall check inmate workers assigned to work inside the facility periodically to ensure safety and accountability.

#### **606.18-8 IWF Eligibility**

- I. Qualification Criteria:
  - A. When an inmate is considered for the Inmate Work Force, the Classification Sergeant will perform an initial screening of the inmate's file, including a criminal history background.
    - 1. Criminal history convictions for the following shall be grounds for immediate disqualification:
      - a. Escape from a detention facility.
      - b. Violent crimes – i.e. murder, home invasion, crime involving firearm.
      - c. Sale/Manufacture/Delivery of drugs.
      - d. Trafficking.
      - e. Sexual crime.
    - 2. Current charge for possession of drugs will be evaluated on an individual basis.
    - 3. Habitual Felony Offenders (Career Criminals) shall be disqualified.
- II. After eligibility is determined:
  - A. The inmate shall be interviewed.
  - B. The inmate shall be required to read the IWF rules and regulations.
  - C. A medical screen shall be conducted to determine if the inmate is physically suited for the work force.
- III. Final determination for assignment to the IWF shall be the responsibility of the Classification Sergeant or the Corrections Lieutenant and the Jail Administrator.

#### **606.18-9 Other**

Policies or procedures outlined in this directive shall not be construed to operate on any other provision of law or regulation governing, or to imply any inmate right to participate in work release, study release, or other community-based programming.

#### **REFERENCES**

State/Federal Regulations:  
Florida Model Jail Standards

FCAC:  
N/A

PREA:

N/A

Forms:

N/A

Other Policy/ Procedure References:

600.00 Table of Content